

FIG. 2

Online Copy Reproduction Order Form

300

Today's Date

Personal Information

Name:

Phone:

Component #:

Floor

Building:

Column

Location

Job Name:

Copy Information

Number of Originals (page count)

Number of B&W Copies Number of Color Copies

Delivery Information

Do you want an original returned to you?

☒ Yes ☐ No

If "Yes", select the closest drop-off area

Do you want the provider to distribute the copies for you?

☒ Yes ☐ No

If "Yes" upload Distribution List file on next page.

Do you want provider to mail the copies for you?

☒ Yes ☐ No

If "Yes" Upload Address List file on next page.

Special Instructions

Due Date

Due Time

☐ AM ☒ PM

Paper and Cover Information

Paper Stock

Covers

Paper Size

Tabs

Sides (1-sided) ☐ (2-sided) ☒

Finishing Information

Staples

Punch

Fold

Binding Information

Pad

Pastic Combs

Other Bindings ☐ Black Tape

☐ String Tie

Additional Instructions

You can Upload the Source File after clicking "Submit" button

FIG. 3

19900604 070601

Online Wide Format/Poster Order Form

400

Today's Date

Personal Information

Name: ROBERT

Phone:

Component #:

Floor 1st

Building:

Column POD 4

Location

Job Name: eBusiness

Poster Information

Number of Originals (page count) 1

Number of Copies 25

Delivery Information

Do you want an original returned to you?

☒ Yes ☐ No

If "Yes", select the closest drop-off area

Brendamour

Do you want the provider to distribute the copies for you?

☒ Yes ☐ No

If "Yes" upload Distribution List file on next page.

Do you want provider to mail the copies for you?

☒ Yes ☐ No

If "Yes" upload Address List file on next page.

Special Instructions

Mail 2 copies to Lynn.

Due Date

Oct 15 2001

Due Time

12:00 AM ☐ PM ☒

Poster Details

Poster Size 17 x 22

Laminate ☒

Foam Board ☒

Additional Instructions

You can Upload the Source File after clicking "Submit" button

FIG. 4

Online CD-Rom Reproduction Order Form

Today's Date

Personal Information

Name: Phone:
 Component #: Floor:
 Building: Column: Location:
 Job Name:

Copy Information

Number of Files Number of CD Copies Number of Hard Copies

Delivery Information

Do you want an original returned to you?

☒ Yes ☐ No

If "Yes", select the closest drop-off area

 ▼

Do you want the provider to distribute the copies for you?

☒ Yes ☐ No

If "Yes" upload Distribution List file on next page.

Do you want provider to mail the copies for you?

☒ Yes ☐ No

If "Yes" upload Address List file on next page.

Special Instructions

Due Date

Due Time

☐ AM ☒ PM

CD Information

In addition, we can put a pdf file on a zip disk. We also can create silk screened labels for language.

- ☐ Scanning of Hard Drive ☐ Creating Searchable Text
☐ Convert to PDF ☐ Creat Zip Disk

Additional Instructions

You can Upload the Source File after clicking "Submit" button

FIG. 5

600 

Attach the file that you want to have printed and then upload it.

C:\users\webcast1.doc

C:\users\webcast2.doc

C:\users\webcast3.doc

C:\users\webcast4.doc

C:\users\webcast5.doc

Attach the Distribution List file and then upload it.

C:\users\distrib.doc

Attach the Address List file and then upload it.

C:\users\address.doc

FIG. 6

700

Welcome To The Copy Reproduction Management Screen

710

708

706

704

702

Status		Order #	Description	Date Requested	Estimated Delivery Date	
<input type="radio"/>	Closed	WSOR1108	Tutorial	OCT-18-2001 03:20 PM	Nov <input type="text" value="03"/> <input type="text" value="10"/>	2001 <input type="text" value="10"/> : <input type="text" value="30"/> AM <input type="radio"/> PM
<input type="radio"/>	Pending	WSOR1118	Webcast	OCT-18-2001 09:20 PM	Nov <input type="text" value="04"/> <input type="text" value="10"/>	2001 <input type="text" value="10"/> : <input type="text" value="30"/> AM <input type="radio"/> PM

Update Order

712

View Closed Orders

FIG. 7

800

Copy Reproduction:		Statistics More Information	
Personal Information First Name : <input type="text" value="ROBERT"/> Email ID : <input type="text"/>		Last Name : <input type="text"/> Department: <input type="text" value="E-BUSINESS"/>	
Quick Search Order # <input type="text" value="WSCR"/>		Status : <input type="text" value="-All-"/>	
Copy Type	<input type="text" value="-All-"/>	Requested Due Date	<input type="text"/>
Request Date	<input type="text"/>	Estimated Due Date	<input type="text"/>
<input type="button" value="Search"/>			
Current Status			
Status	Order #	Description	Requested Due Date
<input type="checkbox"/> Pending	WSQR1044	eBusiness	OCT-14-2001 12:00 PM
<input type="checkbox"/> Pending	WSQR1046	Tutorial	OCT-14-2001 12:00 PM
<input type="checkbox"/> Open	WSQR1048	Webcast	OCT-14-2001 12:00 PM
<input type="button" value="Cancel Request"/>			

802

FIG. 8

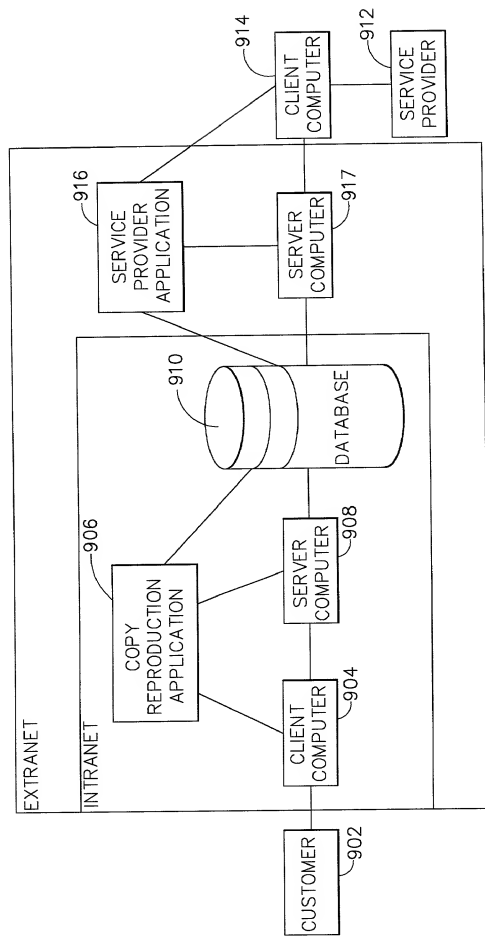


FIG. 9